M&WINS

Missouri WIC Information Network System

BRAINS

Missouri Department of Health and Senior Services
Bureau of WIC & Nutrition Services
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MOWINS TERMINOLOGY

- ❖ WIC Type or category – WIC categories are used to categorize WIC participants according to their needs; prenatal, breastfeeding women, non-breastfeeding women, infant or child.
- ❖ Clinic – a site designated by a WIC Agency as a location where WIC program services are offered (e.g., satellite clinics).
- ❖ Agency – refers to the main site where WIC program services are offered.
- ❖ State WIC ID – each participant is assigned a number by the system which is used to access the participant record.
- ❖ Household ID – is a number used to access all members of the household in the system.
- ❖ Participant Folder – used to store and access an applicant or participant's information. A folder is created for each applicant and is used to store and maintain all information collected.
- ❖ Certification Guided Script – used to certify applicants for participation in the WIC program. The guided script assists WIC personnel through the steps necessary to certify an applicant. Refer to the WIC Clinic Training Manual page 106-110.
- ❖ Default Food Package – a food package specific to a participant's WIC category and nutritional needs based on risk factor(s) assigned.

SYSTEM

1. Use the open and close functions in the dial up box and NOT the "X" button.
2. The certification period for a Breastfeeding Woman in MOWINS is up to one year postpartum or until the woman stops breastfeeding, whichever occurs first.
3. If participant is leaving Missouri and a Verification of Certification (VOC) is printed from MOWINS a staff signature is required on the printed VOC.
4. The system will not alert the user when a participant's folder is accessed by another staff member. The last LWP staff to enter information overrides the other.
5. MOWINS terminates a participant 30 days after recertification date or after 2 months when the participant fails to pick up FIs. The participant may be reinstated if the certification period is still valid.
6. MOWINS will hold pending certification information (if certification is interrupted for some reason) for 20 days after which it will term the record and new data has to be entered to complete a certification.
7. The applicant's status information stays current in the system 45 days before being purged if certification is not started.
8. Press the **F1** key at any time to access help for the current application screen.
9. Replacement cartridges for the check printers (MICR Printers) are;
   - ❖ Source Technology ST-9530 cartridge part # STI 204063H
   - ❖ Source Technology ST-9512 cartridge part # STI-204512
   - ❖ LWP will re-order the ink cartridges by using the web order form http://www.dhss.mo.gov/wic/MOWINS/MOWINSCheckReorderForm.html.
10. To change the setting for printing documents the agency will need to go to the file menu, click on system outputs and then click on documents. From the drop down list select the printer you want to print to. Please see the screen shot below showing the screen used to set the Default Printers in MOWINS.
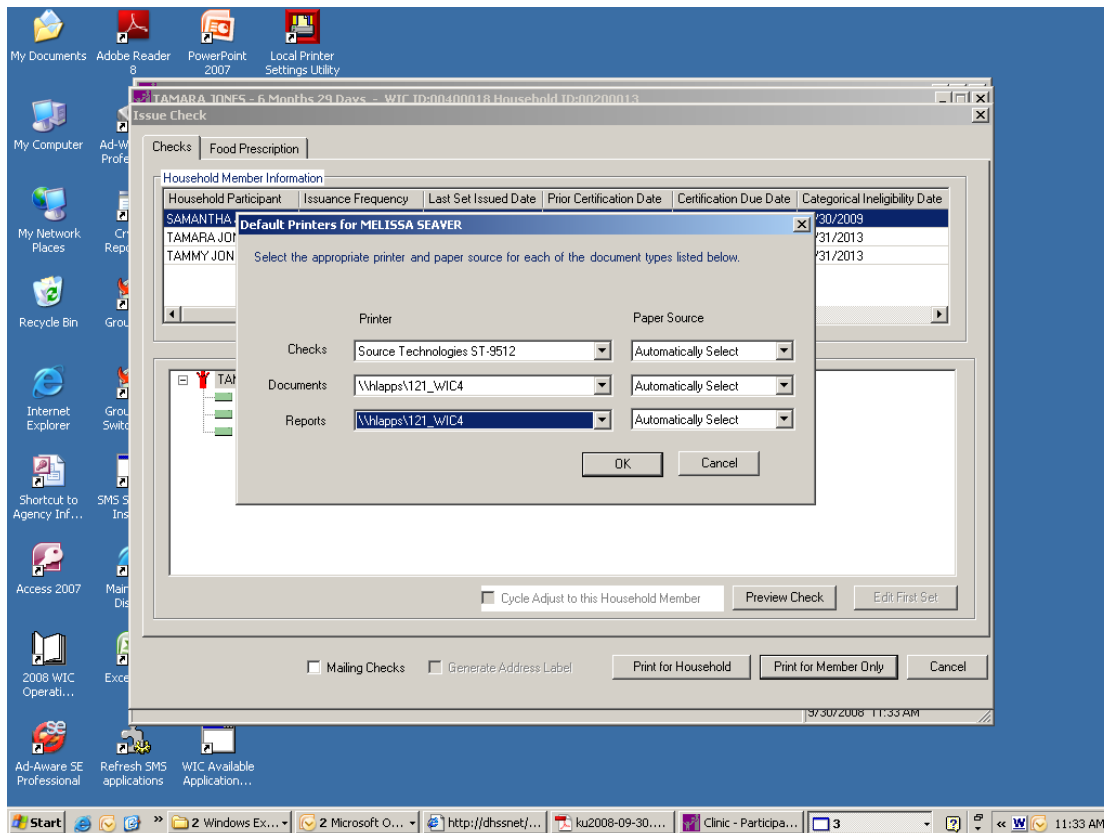
APPOINTMENT SCHEDULING *(WIC Clinic Training Manual 267-269)*

1. All agencies may use the appointment scheduler feature in MOWINS to schedule appointments, but if they choose not to they should be able to provide documentation on scheduling which includes pre-natal "No -Show "and "Missed Appointment" data.

2. Schedule participants for recertification based on last day to use checks instead of recertification date because MOWINS will prorate the food package if past the last day of check use.

3. Teletask has completed working on the MOWINS interface with Tele-ask auto dialer. In future other types of auto dialers found in LWP agencies will be interfaced with the MOWINS schedule.

4. The master calendar for all clinics within an Agency is built at the Administrative Site and is immediately available to the clinics.
   ❖ The master calendar may be built for up to one year in advance and may be changed as needed.
   ❖ The master calendar shows holidays, business days, and business hours on the screen for a selected clinic.
   ❖ The master calendar identifies resources such as the CPA, Nutritionist etc.

PRESCREENING (*WIC Clinic Training Manual Page 267-269*)
1. The purpose of applicant Prescreening is to:
   ❖ Get information about a family and individual,
   ❖ Screen out possible applicants who would not qualify for WIC,
   ❖ Create a partial WIC record, and
   ❖ Set up an appointment for the applicant.
2. Ask the applicant if they have been on the WIC program in Missouri.
3. LWP staff should always check the system to verify information.
   ❖ If a participant answers "Yes", search the statewide database to verify this information.
   ❖ If participant answers "No" the system will assign a DCN and a state ID number after the staff member has verified that this information is accurate.

INCOME (*WIC Clinic Training Manual Page 176-179*)
1. MOWINS will allow "0" income to be entered, which should be placed in the "annual income" field. When "0" is entered complete the multi -purpose affidavit form and scan it in MOWINS. The multi -purpose affidavit form is not required for adjunct eligible participants.
2. Income data is still required for Adjunct Eligible participants.
3. When the error message appears for over income, verify the accuracy of the information in MOWINS before proceeding further or the system will not allow completion of certification or the printing of checks until the next day.
4. A new income assessment is required for all certifications and re-certifications.
5. When lack of Proof of Identity, Income or Residency is 'checked' it will result in the system printing only one month's FIs.

DEMOGRAPHICS (*WIC Clinic Training Manual Page 112-124*)
1. Race defaults to American Indian, therefore LWP staff needs to change participant's race to the applicable one.
2. The LWP shall offer all adult applicants or authorized representatives who are at least 17½ years of age the opportunity to register to vote at every certification and recertification. The LWP shall complete/update the "Register to Vote" feature in MOWINS. The LWP shall also document the participant's voter registration response on the Voter Registration Application.
   - When the applicants/authorized representatives response is "Yes, I want to Register" or when reporting name and/or address change, the LWP shall check "YES" on the application & provide the applicants the "Missouri Voter Registration Application" to either complete on-site or mail to the local election authority.
   - If the applicants/authorized representatives response is "I already registered", "I do not want to register", "refuse to register", or "ineligible to register", the LWP shall check "NO" or "NO, already registered" on the voter registration application.
   - The LWP must keep a copy of each of the applications for 24 months.
   - The LWP is required to provide National Voter Registration Act (NVRA) training to their staff annually.
3. When the homelessness box is checked, Proof of residency is not required but the mailing address is required.
4. When household smoking is checked, it applies to all members in the household (e.g. someone smokes inside the home).
5. TV viewing is only applicable to children ≥ 2 years old.

6. Hardship in MOWINS is defined as any reason that makes it impossible for the participant to make it to their appointment.
7. Type of Medical Home refers to where the participant receives health care.
8. MOWINS does not require SSN as part of participant data collected.

HEIGHT/WEIGHT/ BLOODWORK (*WIC Clinic Training Manual Page 125-146*)
1. Immunization status is required for MOWINS up to 5 years of age NOT immunization registry.
2. If height/ weight/ blood work is added to the new participant folder without using the Guided Script during certification, MOWINS does not recognize this information and certification has to be completed the next day.
3. Gestational weeks determine the risk factor for prematurity and not the selection of the prematurity field.
4. Birth weight, birth length and blood work is required for all certifications except for infants/children in foster care.
   ❖ In an instance when the guardian does not know the birth weight or height, the following data shall be entered in MOWINS.
      ▪ Birth weight – enter 7 pounds 0 ounces.
      ▪ Birth length – enter 99 inches.
5. Current weight, height and blood work is not required for Presumptive Eligibility or when the "physical presence" check box is selected as "no".
6. Pre pregnancy weight and height are recorded in whole numbers only (no fractions of an inch or pound).
7. Date of measurement (referral data) can be changed up to 60 days.
8. MOWINS does not allow 2 measurements to be entered into the system on the same day.
9. Referral blood work can be entered if collected within 90 days as long as the participant is still in the same category.
10. Selection of 'Delayed Blood Work' will allow the completion of a certification, however after 60 days the record will be terminated if no data is added to update the record (e.g. postpartum woman who is not available for their blood work to be completed between 4 to 6 weeks).
11. If 'Reason not collected' checkbox for blood work is checked it means that blood work will never be collected for that certification.
12. Auto risk factors are generated when anthropometric and hemoglobin data is entered in MOWINS.
13. Risk Factor 201 is not generated as high risk by MOWINS. The CPA must verify values to determine if a high risk care plan (SOAP note) is required and then manually assign HR.
14. Infant re-assessment (follow-up) - Enter the height/weight and VENA in the participant folder view and not in the Guided Script.

GROWTH CHARTS (*WIC Clinic Training Manual Page 138-139*)
1. Premature growth charts are not working in MOWINS. LWP's may plot on the IHDP growth charts or use the CDC charts using gestational adjusted age if they choose to do so. No risk factors would be assigned from the hard copy growth charts.
2. Risk factors are based on calculations by the system and NOT on where the participant is plotted on the growth chart.
3. On the growth charts

- ❖ A blue dot indicates a plot that is within normal range
- ❖ Red triangle indicates a plot within an abnormal range
- ❖ Depending on the calculation some plots may not show on the graph but the risk factor will still be generated
4. MOWINS uses the clinical growth charts with a range from 3% to 97%.

WOMAN'S HEALTH INFORMATION (*WIC Clinic Training Manual Page 125-126*)
1. Previous pregnancy information does not take into account the current pregnancy, therefore the question "Is this a new pregnancy?" means
   - ❖ If a post- partum woman was on WIC for this pregnancy that just ended, then select NO.
   - ❖ If a pregnant women, regardless of new or on WIC before, select YES.

VENA (*WIC Clinic Training Manual Page 147-149*)
1. MOWINS customizes VENA questions defined by the category and WIC status of the participant.
2. Risk factors are not auto assigned by MOWINS.
3. Dental questions for assigning Risk Factor 381 are NOT included in the VENA questions. The staff will continue to assess the oral assessment either by doing a oral inspection or asking the Mandatory Dental Health Questions (MDHQs) and recording the results in the general notes.

NUTRITION EDUCATION (*WIC Clinic Training Manual Page 158-162*)
1. Participants must have at least one nutrition education contact to complete a certification.
2. A second individual nutrition education contact is required for the 1st FI pickup after the initial certification (set of checks) for a high risk participant regardless of the cycle.
3. Goal setting must be established for all participants.
   - ❖ CPA/Nutritionist shall record the specific goal (e.g., Increase fruits and vegetables consumption from 1 serving to 2 servings per day by six-months) in the SOAP/General notes.
   - ❖ Stages of Change for the participant's goal shall be recorded in MOWINS (General Notes) on follow up visits.
4. The WIC Certifier will enter the "primary" initial nutrition education contact. All secondary and other nutrition education contacts must be entered by the CPA/nutritionist which will include the EFNEP nutrition education contacts.
5. For high risk participants, the nutritionist must select the "High Risk" Nutrition Education topic from the drop down menu located in the listing. Other topics may then be added as applicable.

SOAP NOTES (Use for High Risk Participants) (*WIC Clinic Training Manual Page 91 & 167*)
1. SOAP notes are required for high risk participants (auto assigned or manually assigned) before FIs can be printed but can also be used for other participants if the LWP selects to do so.
2. MOWINS automatically defaults objective information into the SOAP Note.
3. The SOAP Note is a permanent record and cannot be edited or deleted.
4. The SOAP Note is transferred with the participant's record.
5. The state office recommends including the first initial, last name and title in the SOAP note.

BREASTFEEDING NOTES (*WIC Clinic Training Manual Page 69-76 & 89*)

1. Breastfeeding Notes may be used for documentation by the Breastfeeding Peer Counselor or CPA. The blank notes page or the template may be used.
2. MOWINS captures participant signature for liability when electric breast pumps are issued. Breast pump issuance and tracking can be done through MOWINS.
3. A hard copy of the Breast pump loan agreement will still need to be completed and kept on file.
4. The Breastfeeding Note is a permanent record and cannot be edited or deleted.
5. The Breastfeeding Note is transferred with the participant's record.

GENERAL NOTES (*WIC Clinic Training Manual Page 90*)

1. General notes shall be used for documentation of any other information pertinent to the participant. Examples of notes include reasons for voiding FIs, Proxy information and food prescription.
   - Supporting documentation for risk factor assignment must be documented in the general notes (non-high risk) or SOAP notes (high-risk) for participants who are self-reporting a medical, health or nutrition condition.
5. The General Note is a permanent record and cannot be edited or deleted.
6. The General Note is transferred with the participant's record.

FOOD PRESCRIPTION (*WIC Clinic Training Manual Page 163-166*)

1. State defined default food packages are based on risk factors, the participant's WIC category and age.
   i. New age categories for infants are; 0-1 month, 1 thru 3 months, 4 thru 5 months, 6 thru 11 months.
   ii. Children's age categories are; 1 to 2, 2 to 3 and 3 to 5 years old.
2. MOWINS will create future food prescriptions for infants up to the 1st birthday (in the guided script) for the appropriate age categories.
3. MOWINS does not automatically create future food prescriptions for children. The CPA will need to manually add new food prescription with appropriate food items. Staff will still need to establish food prescriptions for ages 2 to 3 years and 3 to 5 years although it is the same food package.
4. Note the effective month and the last day to use of the checks in order to establish the future food prescriptions. **Add one day to the last day to use when establishing the effective date for the food prescription**.
5. Infant formula defaults to 1 can which can then be edited to the required quantity.
6. The milk calculator will determine the maximum amount of milk allowance based on participant's category.
7. MOWINS allows the assignment of multiple types of milk. Refer to the Food and Formula Reference Guide for more information.
   - ❖ 1qt milk = 1 can evaporated milk +8 fl/oz milk
   - ❖ 3 qts milk =1lb cheese
   - ❖ 1 qt milk= 1lb Tofu
   - ❖ 1 qt milk=1 quart Soy milk

8. The remaining milk allocation on the milk calculator must always be zero or a positive number and <u>never</u> a negative number.
9. MOWINS automatically deletes fully BF food items when an infant is no longer fully breastfeeding.
10. The WIC Certifier and CPA can set the FI cycle. Refer to the policy WIC Certifier policy ER# 2.01650 and CPA Policy ER# 2.01500 for guidance.
11. MOWINS will accept length of approval time on the Medical Documentation Form (WIC 27) that fits within the current certification period. The start date and end date must be at least 30 days apart.
    ❖ The <u>start date</u> cannot be before today's date.
    ❖ The <u>end date</u> cannot be past the date of the current certification period.
    ❖ It is recommended to set an <u>alert</u> to indicate the time beyond the current certification period for the remaining months on the approval.
12. Preview food prescriptions to make sure there are indicated in gallons (not quarts or half gallons) for skim milk thru whole milk before printing FIs. Prenatal and Partially breastfeeding women may be issued quarts or half gallons.
13. <u>Specialty milks</u> can be issued in half gallons and quarts.

FOOD PACKAGES FOR ALL CATEGORIES

Guidelines for Food Package I & II Issuance to Infants
1. Breastfeed babies shall only be issued formula when the mother requests it.
2. The CPA will determine the number of cans to be issued, based on the supplemental intake of the infant, using the FFRG when issuing formula.

Guidelines for Food Package III Issuance to Women and Children with Special Dietary Needs
1. LWP shall issue this food package to women and children with qualifying medical documentation. This food package shall not be issued solely for the purpose of enhancing nutrient intake or managing body weight.
2. TheWIC-27 form will be used for Medical Documentation.
3. Completed and approved WIC-27 form will be scanned into MOWINS. Any notations can be recorded using the general notes in MOWINS.
4. The default food package must be <u>edited</u> to issue other allowed WIC foods as indicated by the health care provider. Refer to the Food and Formula Reference Guide for additional information.

Guidelines for Food Package IV Issuance to Children (without special dietary needs) for 1 to 4 Years of Age
1. Children 12 to 24 months of age will be issued whole milk only.
2. Children 2 to 4 years of age will be issued reduced or low fat milk. Issuance of whole milk for children greater than 2 years of age is allowed with medical documentation (must also include formula/medical food).
3. A default food package of one pound of cheese/evaporated milk combination shall be issued for 1 gallon of milk. Additional cheese can be issued with medical documentation.
4. Refer to the policy ER# 2.07800 for guidelines when issuing foods to a homeless participant.

Guidelines for Food Package V - VII Issuance to Women (without special dietary needs)
1. Reduced or low-fat milk will be issued. Issuance for whole milk is allowed with medical documentation which must include formula/medical food.
2. A maximum of one pound of cheese/evaporated milk combination shall be issued for 1 gallon of milk for prenatal, partially breastfeeding and non-breastfeeding women. Additional cheese can be issued with medical documentation.
3. Exclusively breastfeeding women can have an additional 1-pound of cheese substituted for 1-gallon of milk. A maximum of two pounds of cheese can be issued. Additional cheese can be issued with medical documentation. Refer to policy ER# 2.07900 for more information.

Guidelines for Issuance of Formulas and WIC-Eligible Medical Foods
1. When exempt or medical foods are prescribed, Mo HealthNet (formerly Medicaid) will only provide tube nutrition (tube feedings) products. Refer to policy ER# 2.0700 for more information.
2. To determine WIC staff authorized to approve the issuance of a formula or WIC-eligible medical food. Refer to the current Food and Formula Reference Guide for further guidance.

Prorated Food Packages for Women, Infants and Children (*WIC Clinic Training Manual Page 326*)
1. MOWINS will calculate the number of days between the actual first date to use and the last date to use for the current set of checks being issued when determining prorated food packages.
   - ❖ Prorated food package for women and children, the issuance for milk will be prorated as 1/4, 1/2, 3/4.
   - ❖ Prorated food package for infants, the issuance for formula and commercially prepared baby food will be prorated as 1/2 or 3/4. A food package less than half is never issued.
2. The CPA can override the proration to issue a full food package only if the participant reported having childcare problems, chronic family illness, rural residence, transportation issues or working parents which made it impossible to keep their original appointment. Routine issuance of a full package is not recommended.

FOOD INSTRUMENT ISSUANCE
- ❖ When printing FIs for the household only one signature is required.

Changing a Food Prescription and Replacing Checks for Return Formula or Partial Formula Redemption (*WIC Clinic Training Manual Page 310*)
Steps for replacing FIs
1. Identify how many cans will need to be replaced.
2. Identify the new brand and type of formula which will be issued. Refer to the Food and Formula Reference Guide (FFRG) for the conversion table.
   a. Powder for powder
   b. Powder for concentrate
   c. Concentrate for powder
   d. Concentrate for concentrate

3. Void all unredeemed formula checks returned to the clinic. Access the Participant Folder screen for a client on the Check Management menu on the tool bar, click on Void Checks Issued at This Clinic, next the Identify Checks to Void screen will display.
   a. Refer to the serial number for each of the unredeemed checks that have been returned to the clinic. Carefully select the check box in the select column of the select checks to void table for each check that matches one of the unredeemed checks.
   b. Click on the "OK" button to process the screen.
   c. Verify that the checks you selected on the previous screen are displayed in the Checks to be Voided table, and select Food Prescription Change in the Reason for Voiding list.
   d. Click "OK" to confirm the checks to be voided.
   e. NOTE: DO NOT mark the Reprint check box, as this will cause the system to reprint the exact same checks with the incorrect formula that you just voided.
4. Delete all food prescriptions for future dates for the original formula, as necessary.
   a. Click the Food Prescription tab in the Participant Folder to view food prescription.
   b. Delete each future-dated food prescription displayed in the Food Prescription tree list by selecting it and clicking delete. A confirmation screen displays each time you delete a food prescription.
   c. Click "Yes "to confirm each deletion.
5. Add and edit a new prescription for the replacement formula effective for today's date.
   a. Access the Food prescription tab, click Add, the add food prescription screen will display.
   b. Enter the date in the Effective Date of Food Prescription.
   c. Click Use Default to create a prescription, and then select the new formula. Click the Edit button to change the formula and amount.
   d. Click "OK" to confirm your selection.
   e. NOTE: if you select the "Special" option you will be required to enter the start date and end date of the special prescription, the reason for the prescription, enter the healthcare provider (HCP) name, and indicate whether the authorization was verbal or written then click "OK" to confirm the information provided.
6. Print the replacement set(s) of checks for the new formula.
   a. Click on the Check Management menu and then Add/Replace Set of Checks. The Add/Replace Set of Checks screen displays.
   b. Select the check box in the Select column of the Currently Outstanding Set of Checks table for each month's set of checks to be replaced.
   c. Click "OK" to confirm your selections and print replacement checks. The system will print replacement checks for each month's set of checks that you selected.

Lost /Stolen *(WIC Clinic Training Manual Page 101)*
❖ Refer to the Lost Stolen Policy regarding which FIs to replace.
❖ Steps for Lost/Stolen Checks for FI Replacement
   1. Access the Participant Folder screen for a client > on the Check Management menu on the tool bar, click on Mark Checks as Lost/Stolen Checks.
   2. Select the check box in the "Select" column of this table for each check that has been lost or stolen.

a. This table displays food instruments that have been issued to the current client and FIs that have been issued to members of the client's household that have not yet expired.
3. "Reprint Reason" – select Lost or Stolen from this group to indicate the reason why FIs selected should be reissued.
4. Click on the "OK" button to process the screen.

Custody Change *(WIC Clinic Training Manual Page 103)*
❖ LWP shall try to obtain previously issued FIs from other authorized parent/guardian before issuing replacement FIs for custody change. Document the results of the attempt to recover the previously issued FIs in the general notes.
❖ Steps for FI Replacement for Custody Change
   1. Access the Participant Folder view for a client > on the Check Management menu on the tool bar, click Void Check Issued at this Clinic.
      a. Select the check box in the "Select" column of this table for each check to be voided.
      b. Click on the "OK" button to process the screen.
   2. On the Participant Folder view for a client > on the Participant Activities menu, click Change Household ID
      a. Find Existing Household – Click this button to find a household and change the client's household ID to that of the newly created household.
      b. Create New Household – Click this button to create a new household and change the client's household ID to that of the newly created household.
      c. Click on the "close" button.
   3. Change the household authorized representative by clicking on the Demographic screen then select the Additional Information tab #2.
   4. Access the Participant Folder screen for a client > on the Check Management menu on the tool bar, click Reprint Checks for Custody Change.
      a. Select the check box in the "Select" column of this table for each check to be reprinted for the custody change.
      b. Click on the "OK" button to process the screen.

Voiding FIs in Your Clinic *(WIC Clinic Training Manual Page 102)*
   1. Access the Participant Folder view for a client > on the Check Management menu on the tool bar, click Void Check Issued at this Clinic.
      a. Select the check box in the "Select" column of this table for each check to be voided.
      b. Click on the "OK" button to process the screen.

Voiding FIs at Another Clinic *(WIC Clinic Training Manual Page 104)*
   1. Access the Participant Folder view for a client > on the Check Management menu on the tool bar, click Void Check Issued at Another Clinic.
      a. Enter the identification number of a check to be voided in the "Check Number" field.
      b. Enter the identification number of the check to be voided again in the "Confirm Check" field.
      c. Select a reason for voiding the check specified in the "Reason for Voiding" field.
      d. Click on the "OK" button.
   2. In the case of a formula change DO NOT check the Reprint checkbox as this will print the exact same checks that you have just voided with the incorrect item(s).

3. Never VOID checks unless they are in your possession. Checks that are unaccounted for or that have been redeemed should not be voided.
4. LWP should schedule participants prior to the end of certification period to avoid proration of participant food package.

REORDERING FOOD INSTRUMENT (CHECK) STOCK
PROCEDURE
1. LWPs will go to WIC Website and click on MOWINS Check Reorder Form at the link http://www.dhss.mo.gov/wic/MOWINS/MOWINSCheckReorderForm.html

2. LWP will fill out form and "Submit" it to the State WIC Office. Orders are downloaded at the State WIC Office at 6 a.m. on the 15th and 28th of each month.

   i. The LWP order will be approved or disapproved.
   ii. All LWP's check stock orders received will be forwarded to State Printing on the 15th and 28th of each month.
   iii. MICR printer cartridges orders will be submitted to the State Warehouse.
   iv. State Printing will send boxes of FI paper stock (6,000 checks per box) to LWP's. State Printing will send to the State WIC Office a report of each order filled and the UPS tracking number.
   v. State Warehouse will send MICR printer cartridges to the LWP's. State Warehouse will send an e-mail to the state WIC office confirming MICR printer cartridges were shipped.

NOTE: MOWINS does not have an auto order feature for replenishing paper stock or a feature to acknowledge receipt of paper stock. LWPs are responsible for ordering enough paper stock (1 box of paper stock will print 6,000 checks) to last at least 2 months. LWPs should have at least one MICR printer cartridge in stock for each printer and should order a new printer cartridge each time a printer cartridge is installed.

CPA REVIEW (*WIC Clinic Training Manual Page 92-93*)
1. The CPA review dialogue notifies the user that the participant should be seen by a CPA and allows the user to see the reasons why a CPA review alert exists for the participant.
2. The dialogue is automatically invoked by MOWINS in response to the following user actions.
   - Opening a participant folder.
   - Any of the following situations may apply:
     - ❖ The participant has an expired special formula.
     - ❖ The participant is in a valid certification, is high risk and the participant has not had an individual nutrition education contact in the last 30 days.
     - ❖ The participant lacks a valid food prescription.
     - ❖ The participant's most current blood record has been marked as Delayed Blood Work.
     - ❖ The participant needs one or all of the following, Proof of Income or Proof of Residency.
     - ❖ The participant needs homelessness verified.
     - ❖ The participant needs height/weight and or blood work completed and has a risk factor for presumptive eligibility assigned.
     - ❖ The participant needs blood work before their first birthday.
     - ❖ The participant's LMP start date is equal to or greater than 28 weeks from the system date and the participant has not been assigned the Gestational Diabetes Risk factor.

RISK FACTORS (*WIC Clinic Training Manual Page 152-153*)
Adding a Risk Factor during a current certification
1. Access the Participant Folder for a client > click on the Participant Activities on the tool bar > from the menu select "assign risk factor".
2. Use the Risk Factor Detail Guide (Risk Factor Definitions Table) at http://www.dhss.mo.gov/WICLWP/policies.html for reference.

SCANNING AND PRINTING DOCUMENTS (*WIC Clinic Training Manual Page 95-98*)
Scanning
1. All forms signed by the participant or the health care provider shall be scanned into MOWINS.
2. LWP staff shall scan the WIC 27 forms, nutrition assessment forms, state office formula/medical approval forms and the direct-shipment packing slip in MOWINS.
Printing
1. **The MICR printer should only be used to print checks**. The magnetic ink is very expensive and should not be used to print other documents.
2. When printing letters or form templates from MOWINS, make sure to select the appropriate printer to print the document.

- ❖ To change the setting for printing documents, the agency will need to go to the <u>File</u> menu, click on <u>System Output</u> and then click on <u>Documents</u>.
- ❖ From the drop down list select the printer you want to print to.
3. Examples of letter/form templates are Notification of Ineligibility letter, Proxy form, VOC form, Appointment Reminder form/post card, Growth Chart, Prenatal Weight Gain Grid, etc.

REFERRALS (*WIC Clinic Training Manual Page 154-158*)
1. MOWINS ensures that at least 1 referral is made before a certification is complete and valid.
2. MOWINS allows for multiple referral agencies to be selected.
3. A printable referral list is available based on the participant's needs.
4. Referral information must be made at the organizational level.